


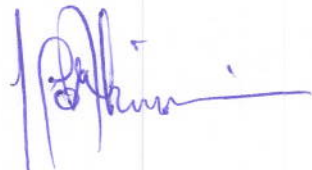
**DEPARTMENT OF HUMAN RESOURCES  
SOCIAL SERVICES ADMINISTRATION  
311 W. SARATOGA STREET  
BALTIMORE MD 21201**

**DATE:** August 1, 2014

**POLICY #:** SSA-CW #14 - 22

**TO:** Directors, Local Departments of Social Services  
Assistant Directors, Services  
Chiefs of Foster Care  
Fiscal Officers

**FROM:**  Deborah Ramelmeier, Acting Executive Director  
Social Services Administration

Margaret Hughes, Deputy Director  
Budget & Finance 

**RE:** Promoting Safe and Stable Families Program Funds for  
Caseworker Visitation with Foster Children

**PROGRAMS AFFECTED:** Child Welfare Services

**ORIGINATING OFFICE:** Office of Child Welfare Practice & Policy  
Social Services Administration

**ACTION REQUIRED OF:** Child Welfare Staff and Finance Officers

**REQUIRED ACTION:** Utilize, Monitor, and Report quarterly use of Promoting  
Safe and Stable Families Program Funds for Visitation

**ACTION DUE DATE:** Immediately

**CONTACT PERSON:** Helene Hornum, Program Analyst  
410-767-7247  
[helene.hornum@maryland.gov](mailto:helene.hornum@maryland.gov)

## **PURPOSE:**

This Policy details the code and usage of Promoting Safe and Stable Families (PSSF) Program caseworker visitation funds. Page 4 shows the allocation for SFY 2015, and well as the amount that needs to be spent by September 30, 2014. For SFY 2015, the amount of each allocation continues to be based on the number of children in care as of February 28, 2014, as reported by each local department of social services. The range of allocations are as follows:

1 -50	children in care =	\$3,000.00
51-100	children in care =	\$7,200.00
101-150	children in care =	\$8,300.00
151-200	children in care =	\$16,100.00
201-600	children in care =	\$23,188.00
Over 601	children in care =	\$121,269.00

Every local department of social services will receive a minimum of \$3,000 for their allocation. This amount will allow the local departments to come up with a plan using the guidelines below.

A plan is required for the caseworker visitation funds that describe how you will spend these funds. Please submit your agency's plan to Helene Hornum, Program Analyst, by **September 4, 2014. Failure to submit the plan by the established deadline will result in the total allocation for that local being withheld and redirected by the Social Services Administration to another jurisdiction.**

**If one-half of the local department's allocation is not spent by January 2, 2015, any remaining amount will be subject to reallocation to other local departments that are spending their Caseworker Visitation funds. In addition, a local department that fails to submit their quarterly reports will risk reduction and reallocation of their Caseworker Visitation funds to another local department.**

## **BACKGROUND:**

**Reimbursement for mileage or airfare, hotel accommodations, or meals cannot be charged to caseworker visitation when visiting foster children.**

These funds must continue to be used to improve the quality of caseworker visits with an emphasis on improving caseworker decision-making on the safety, permanency, and well-being of foster children and/or on caseworker recruitment, retention, and training.

If local departments propose training for workers, the trainings should be offered on a regional basis. Local departments should also think about their technology needs in order to enhance the quality of visits. For example, these funds could be used to purchase equipment to allow for the video-taping of visits so that the worker's supervisor could assess the visits and help the worker enhance his/her skills.

**Again, a plan is required which describes how the jurisdiction proposes to utilize the monies.** Please submit your plan by **September 4, 2014**. The plan should be submitted to Helene Hornum, DHR/SSA, 5<sup>th</sup> Floor, 311 West Saratoga Street, Baltimore, MD 21201.

**Charge Codes for PSSF Visitation Funds**

PSSF Funds **cannot** be combined with other grants or added to flex fund accounts. The local department is required to maintain separate accounting for its PSSF monthly visitation funds including the amount of funds spent on each service using these PSSF funds. **These funds must be spent on specific services and activities related to the new purpose of caseworker visitation funds.**

SSA will be closely monitoring the expenditures of each local department at the end of each quarter. As previously stated, if one-half (1/2) of the local department's allocation is not spent by January 2, 2015, the remaining funds may be reallocated to another local department that is spending their Caseworker Visitation funds.

In order to track PSSF funds used for caseworker visitation, please use charge code PCA GC990, Project/Subproject number 0304.91, within the local Child Welfare Services (n00g0003) program.

Use of the funds should be documented on the Promoting Safe and Stable Families Program Quarterly Report (Page 5 of 5). The expenditures reported on the quarterly reports must be reconciled to R\*STARS to insure that reported data is consistent. The report is to be submitted to Helene Hornum, Program Analyst, Office of Child Welfare Practice and Policy, Social Services Administration as follows:

**SUBMISSION DATES**

**PERIODS COVERED**

October 17, 2014  
January 16, 2015  
April 17, 2015  
July 17, 2015

July 1, 2014 – September 30, 2014  
October 1, 2014 - December 31, 2014  
January 1, 2015 – March 31, 2015  
April 1, 2015 – June 30, 2015



**Promoting Safe and Stable Families Program  
Caseworker Visitation Funds**

**SFY 2015 Allocations  
July 1, 2014 - June 30, 2015**

SSA-CW Policy Directive #14-22  
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<b>Name of Local Department</b>	<b>Number of Children in Care (as of Feb 28, 2014)</b>	<b>*Caseworker Visitation Allocations 1st Quarter, SFY 2015 July 1, 2014 - September 30, 2014</b>	<b>Caseworker Visitation Allocations 2nd - 4th Quarters, SFY 2015 October 1, 2014 - June 30, 2015</b>	<b>Total Caseworker Visitation Allocations for SFY 2015 July 1, 2014 - June 30, 2015</b>
Allegany	69	\$1,700	5,500	7,200
Anne Arundel	155	\$3,600	12,500	16,100
Baltimore	554	\$4,950	18,238	23,188
Calvert	84	\$1,700	5,500	7,200
Caroline	33	\$1,200	1,800	3,000
Carroll	45	\$1,200	1,800	3,000
Cecil	159	\$3,600	12,500	16,100
Charles	104	\$2,600	5,700	8,300
Dorchester	27	\$1,200	1,800	3,000
Frederick	125	\$2,600	5,700	8,300
Garrett	42	\$1,200	1,800	3,000
Harford	254	\$4,950	18,238	23,188
Howard	63	\$1,700	5,500	7,200
Kent	9	\$1,200	1,800	3,000
Montgomery	384	\$4,950	18,238	23,188
Prince George's	503	\$4,950	18,238	23,188
Queen Anne's	9	\$1,200	1,800	3,000
St. Mary's	94	\$1,700	5,500	7,200
Somerset	31	\$1,200	1,800	3,000
Talbot	24	\$1,200	1,800	3,000
Washington	152	\$3,600	12,500	16,100
Wicomico	31	\$1,200	1,800	3,000
Worcester	27	\$1,200	1,800	3,000
Baltimore City	2,523	\$28,768	92,501	121,269
<b>TOTAL</b>	<b>5,501</b>	<b>\$83,368</b>	<b>254,353</b>	<b>337,721</b>

\*This allocation must be spent by September 30, 2013

**PROMOTING SAFE AND STABLE FAMILIES PROGRAM  
CASEWORKER VISITATION  
QUARTERLY PROGRAM REPORT - SFY 2015 FUNDS**

Local Department: \_\_\_\_\_  
 Person Completing Form: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Report Period: \_\_\_\_\_

July 1, 2014 – September 30, 2014 \_\_\_\_\_ October 1, 2014 – December 31, 2014 \_\_\_\_\_ January 1, 2015 – March 31, 2015 \_\_\_\_\_  
 April 1, 2015 – June 30, 2015 \_\_\_\_\_

Account Name	Account Number/ Project/Subproject/ Object	Expenditures Current Quarter	Expenditures Y-T-D	Obligated Funds to Date	Please describe services, activities, or purchases made during the quarter. Please be specific. For example, if trainings for workers was offered, please provide type of training and number of workers who attended.
CASEWORKER VISITATION	GC990 0304.91				

Allocation \_\_\_\_\_  
 Year-to-Date Expenditures \_\_\_\_\_  
 Remaining Balance \_\_\_\_\_

**Mail or Fax the Report to:**  
 Helene Hornum  
 Social Services Administration  
 311 W. Saratoga Street, 5<sup>th</sup> Floor  
 Baltimore, MD 21201  
 Fax #: 410-333-6556